



MARION TECHNICAL COLLEGE POSITION POSTING

PHILOSOPHY FACULTY

REPORTS TO:	Dean of Arts & Sciences	CLASSIFICATION:	Faculty
ORGANIZATIONAL AREA:	Instructional Services	WORKING HOURS:	M – F: Flexible
DEPARTMENTAL AREA:	Arts & Sciences	FLSA STATUS:	Exempt
TRAVEL REQUIRED:	10% - 25%	RETIREMENT:	STRS or ARP
OTHER INFORMATION:	Full-time, 9-month position – may include some evening and weekend hours.		

POSITION SUMMARY

Effectively teach courses, assess student learning, develop curriculum, advise students, and complete other assignments that enable the department to achieve its purposes and advance the mission of Marion Technical College (the "College").

ESSENTIAL JOB DUTIES, FUNCTIONS AND RESPONSIBILITIES

- 1) Teach approved courses using applied learning methods in accordance with the course objectives, the established syllabus, the schedule of classes, and other College and program requirements. Instruct in a variety of learning environments, both on and off campus, which may include web-based, high schools, Marion Correctional Institution (MCI), North Central Correctional Institution (NCCI) and other sites.
- 2) Demonstrate ability and expertise in one's discipline and enthusiasm and creativity in teaching to create an environment that motivates students to learn. Manage the classroom and maintain records including preparing and updating course syllabi, course materials, technology, and web-based courses.
- 3) Evaluate student learning in accordance with the course syllabi, the College, and department and institutional academic assessment plans. Document accurate records and provide reports concerning grades, attendance, etc. in accordance with the College policy.
- 4) Participate in ongoing evaluation and continuous improvement of teaching methodology, curricula, and assessment, including course updating, development, and elimination. Review literature, professional standards, and workplace expectations to ensure that teaching and learning reflects prevailing business and industry practice and standards.
- 5) Plan, develop, and implement departmental goals. Contribute to the use and continuous improvement of web-based learning, including the strategic planning and development of distance and/or web-based education.
- 6) Advise students for successful course, goal, or degree completion. Evaluate students' learning performance, offer suggestions to improve learning, and guide students' progress through the curriculum.
- 7) Keep a current schedule of office hours to accommodate student learning and advising needs. Assist students with registration and assist with student recruitment activities.
- 8) Engage in the assessment of community and regional educational needs and assist the department in meeting those needs consistent with the College mission and department purposes. Recruit and mentor community faculty, as assigned by the Dean.
- 9) Create and pursue a plan for professional development and continuing education to keep pace with advances both in teaching and learning, and in one's technical specialty or discipline. Pursue relevant certifications and other credentials.
- 10) Work with other College faculty and administration in seeking and writing grant applications that provide monies for course and program development and enhancement, equipment, and other areas assigned by the Dean.

11) Partner with campus and community activities, including student recruitment and public speaking requests, and serve on State, College, and community committees as required or assigned by the Dean.

QUALIFICATIONS

Master's degree in Philosophy or related discipline required; or Bachelor's degree in Philosophy or related discipline with significant relevant graduate coursework already completed, in which case, must complete a Master's degree in Philosophy or related discipline within three years of hire date. Prior higher education teaching experience and relevant professional licensure/certification and/or supervisory experience is a plus. Willingness to work an irregular schedule, as assigned. Must have a valid driver's license.

ADA SPECIFICATIONS

This position is classified as **Faculty** and will teach in a wide range of educational venues to provide quality instruction to a diverse student population for the college, primarily in a classroom or office setting. Further information may be obtained from the Human Resources Office.

DISCLAIMER

Any other duties deemed appropriate may be assigned - The duties and responsibilities defined above are not an all inclusive list, but a general summary of typical duties. Individuals in this position may be asked to perform a wide range of related tasks, within the scope of their education or certification, to ensure that the highest level of educational services are provided. We all share the responsibility of doing whatever is required to make Marion Technical College a great place to be - for an education and for a career.

Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status or sexual orientation.

APPLICATION INFORMATION

Please submit cover letter, resume/vita and three professional references by mail, fax or e-mail to one of the following below. Review of applications will begin on July 2, 2010 and continue until the position is filled.

Mail: Marion Technical College
Attn: Human Resources
1467 Mt. Vernon Avenue
Marion, OH 43302

E-Mail: employment@mtc.edu

Fax: 740-725-4071